

Part I - AIP Grant Master Certification

- **Sponsor Certification for Selection of Consultants**
- **Sponsor Certification for Project Plans and Specifications**
- **Sponsor Certification Equipment/Construction Contracts**

Sponsor's Name: _____

Airport: _____

Project Number: _____

Project Description: _____

Section 47105 (formerly 509(d)) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. The following list of certified items includes major requirements for this aspect of project implementation. However, the list is not comprehensive, nor does it relieve sponsors from fully complying with all applicable statutory and administrative standards. Every certified item must be marked. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this project, mark the item "N/A."

I certify that, for the project identified herein, the responses to the following items are correct as marked, and that the attachments, if any, are correct and complete.

Signed: _____ Dated: _____
Sponsor's Authorized Representative

Typed Name and Title of Sponsor's Representative

This certification shall be submitted to the appropriate FAA Airport Development Office after bids have been secured and prior to entering into the contract.

This master development certification is a reformatted version of Sponsor Certifications included within Attachments 1 through 3 of AIP Guidance Letter 91-1.

SPONSOR CERTIFICATION FOR SELECTION OF CONSULTANTS

General procurement standards for consultant services within Federal grant programs are described in 49 CFR 18.36. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 49 CFR 18 and Advisory Circular 150/5100-14C.

1. Advertisements **were** placed to ensure fair and open competition from a wide area of interest.

Yes _____ No _____ N/A _____

2. For contracts over \$25,000, consultants **were selected** using competitive procedures based on qualifications, experience, and disadvantaged business enterprise requirements with the fee determined through negotiation.

Yes _____ No _____ N/A _____

3. An independent cost analysis **was performed**, and a record of negotiations has been prepared reflecting the considerations involved in the establishment of fees.

Yes _____ No _____ N/A _____

4. If engineering or other services are to be performed by sponsor force account personnel, prior approval **was obtained** from FAA.

Yes _____ No _____ N/A _____

5. The consultant services contracts clearly establish the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.

Yes _____ No _____ N/A _____

6. Costs associated with work ineligible for AIP funding **are clearly identified** and separated from eligible items.

Yes _____ No _____ N/A _____

7. All mandatory contract provisions for grant-assisted contracts **have been included** in all consultant services contracts.

Yes _____ No _____ N/A _____

8. If the contract is awarded without competition, pre-award review and approval **was obtained** from FAA.

Yes _____ No _____ N/A _____

9. Cost-plus-percentage-of-cost methods of contracting prohibited under Federal standards **were not** used.

Yes _____ No _____ N/A _____

10. If the services being procured cover more than the single grant project referenced in this certification, the scope of work **was** specifically described in the advertisement, and future work will not be initiated beyond five years.

Yes _____ No _____ N/A _____

SPONSOR CERTIFICATION FOR PROJECT PLANS AND SPECIFICATIONS

General AIP standards are described in Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16. A list of current advisory circulars with specific standards for design or construction of airports and procurement or installation of airport equipment and facilities is referenced in Grant Assurance 34.

1. The plans and specifications **were developed** in accordance with all applicable Federal standards and requirements, and **no deviation** from or modification to standards set forth in the advisory circulars was necessary other than those previously approved by FAA.

Yes _____ No _____ N/A _____

2. Specifications for the procurement of equipment **are not proprietary** or written so as to restrict competition. At least two manufacturers can meet the specification.

Yes _____ No _____ N/A _____

3. The development included in the plans **is depicted** on an airport layout plan approved by FAA.

Yes _____ No _____ N/A _____

4. Development which is ineligible for AIP funding **has been identified** in the plans and specifications.

Yes _____ No _____ N/A _____

5. Process control and acceptance tests required for the project by standards contained in Advisory Circular 150/5370-10 **are included** in the project specifications.

Yes _____ No _____ N/A _____

6. If a value engineering clause is incorporated into the contract, concurrence **was obtained** from FAA.

Yes _____ No _____ N/A _____

7. The plans and specifications **incorporate** applicable requirements and recommendations set forth in the Federally-approved environmental finding.

Yes _____ No _____ N/A _____

8. For construction activities within or near aircraft operational areas, the requirements contained in Advisory Circular 150/5370-2 **have been discussed** with FAA and incorporated into the specifications. A safety/phasing plan **has been prepared**, and FAA concurrence has been obtained, if required.

Yes _____ No _____ N/A _____

9. The project **will be physically completed** without Federal participation in costs due to errors or omissions in the plans and specifications which were foreseeable at the time of project design.

Yes _____ No _____ N/A _____

SPONSOR CERTIFICATION FOR EQUIPMENT/CONSTRUCTION CONTRACTS

Standards for advertising and awarding equipment and construction contracts within Federal grant programs are described in 49 CFR 18.36. Sponsors may use their procurement procedures reflecting State and local laws or regulations provided procurements conform to specific standards in 49 CFR 18 and Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16.

1. A code or standard of conduct **is in effect** governing the performance of the sponsor's officers, employees, or agents in soliciting and awarding procurement contracts.

Yes _____ No _____ N/A _____

2. Qualified personnel **are engaged** to perform contract administration, engineering supervision, and construction inspection and testing.

Yes _____ No _____ N/A _____

3. The procurement **was publicly advertised** using the competitive sealed bid method of procurement.

Yes _____ No _____ N/A _____

4. The request for bids clearly and accurately **describes** all administrative and other requirements of the equipment and/or services to be provided.

Yes _____ No _____ N/A _____

5. Concurrence **was obtained** from FAA prior to contract award under any of the following circumstances:

- a. Only one qualified person/firm submits a responsive bid;
- b. The contract is to be awarded to other than the lowest responsive and responsible bidder;
- c. Life cycle costing is a factor in selecting the lowest responsive bidder, and
- d. Proposed contract prices are more than 10 percent over the sponsor's cost estimate.

Yes _____ No _____ N/A _____

6. All contracts exceeding \$100,000, **require** a bid guarantee of 5 percent, a performance bond of 100 percent, and a payment bond of 100 percent.

Yes _____ No _____ N/A _____

7. Contracts exceeding \$100,000 **contain** provisions or conditions specifying administrative, contractual, and legal remedies, including contract termination, for those instances in which contractors violate or breach contract terms. They also **contain** provisions requiring compliance with applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and environmental protection regulations (40 CFR Part 15).

Yes _____ No _____ N/A _____

8. All construction contracts involving labor **contain** provisions ensuring that in the employment of labor honorably discharged Vietnam era veterans and disabled veterans will be given preference.

Yes _____ No _____ N/A _____

9. All construction contracts exceeding \$2,000 **contain** provisions requiring compliance with the Davis-Bacon Act and bid solicitations **contain** a copy of the current Federal wage rate determination. Provisions requiring compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) and the Copeland "Anti-Kick Back" Act **are** included.

Yes _____ No _____ N/A _____

10. All construction contracts exceeding \$10,000 **contain** appropriate clauses from 41 CFR Part 60 for compliance with Equal Employment Opportunity Executive Order 11246.

Yes _____ No _____ N/A _____

11. All contracts and subcontracts **contain** clauses required from Title VI Civil Rights Assurances and 49 CFR 23 for Disadvantaged Business Enterprises.

Yes _____ No _____ N/A _____

12. Appropriate checks **have been** made to assure that contracts or subcontracts are not awarded to those individuals or firms suspended, debarred, or voluntarily excluded from doing business with any DOT element and appearing on the DOT Unified List.

Yes _____ No _____ N/A _____